

City of Douglas  
Administrative Policies



## 406 Finding of Illegal Substances: A Reporting Guide for City Employees

Effective Date: 11/01/2003

### Background:

The City of Douglas maintains a drug free workplace. In the course of day-to-day operations for the City workforce, there may be occasions where employees find what appears to be an illegal substance in public places or city-owned facilities. Employees should follow proper procedures and know when and how to report a discovery of a suspected illegal substance.

### Policy:

It is the policy of the City of Douglas that employees immediately report and follow the established guidelines below when an illegal (or suspected to be illegal) substance is found in the workplace, or in the course of their workday, at locations other than the workplace, i.e., public parks, streets, lift stations, vehicles, etc. When in doubt, report!

### Definitions:

Illegal Substance – illegal drug or drug paraphernalia

The following guidelines are set forth as part of this policy:

1. Do not handle the substance, if possible.
2. Contact your supervisor or department head immediately.
3. Notify the Douglas Police Department at (520) 364-8422.
4. If supervisor is not available, contact the Human Resources office or a Safety Liaison.
5. Remain on the site until the proper authorities have arrived on scene.
6. Complete an incident report with your supervisor and submit to the Human Resources Office.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael J. Ortega, City Manager